

SUPERINTENDENT - 5039

GENERAL DEFINITION OF WORK:

Performs difficult professional and responsible administrative work in overseeing and participating in the planning and developing of parks and recreation activities for the County. Work is performed under the general supervision of the Active Living & Parks Director. Supervision is exercised over Parks Program Managers.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervising the planning, managing, and coordination of County park programs; assisting in the preparation and monitoring of parks annual budget, revenues and expenditures; research and develop program ideas for older adults and adults with disabilities in all parks; works cooperatively with General Services and Safety/Risk Management staff in the identification of and implementation of ADA Guidelines in all parks; assists in the development, monitoring and yearly evaluation of parks goals, and performance measures; identifies, secures, and oversees management of grant funding sources; prepares presentations and reports; preparing and maintaining appropriate reports and records. *(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Responsible for directing, training, evaluating parks staff and has substantial influence in hiring and employment decisions.
- Prepares and monitors grant applications and awards.
- Prepares appropriate reports and maintains documentation records on grants.
- Gathers and edits supplemental materials that support grants applications.
- Takes a leadership role and participates in establishing programs, goals, and objectives pursuant to grant funding source requirements.
- Responsible for the implementation of certain grants.
- Prepares a variety of monthly reports on projects, budgets and operations.
- Oversees compilation of the department's annual report.
- Identifies and researches the viability of potential new special events and revenue producing programs/events.
- Oversees planning, development, and evaluation of special events.
- Advising the Director on future needs and plans.
- Assists with the overall administration of the Active Living & Parks Department.
- Assists with developing, managing, and overseeing annual park budget.
- Represents the Active Living & Parks Director and attends meetings as required.
- Secures monies used in transactions and collections.
- Maintains a clean and safe work location.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, practices, equipment, tools and materials used in park maintenance, development, and recreation programs and activities; of the principles and practices of grant and funding source research, application processes and requirements. Knowledge of effective supervisory practices. Some knowledge of first aid methods and necessary safety precautions to be used in parks and recreation work. Working knowledge of office equipment and computers and applicable software applications. General knowledge of the organization and functions of County government. Ability to plan, direct, and supervise the work of park staff and contractors; to organize information, prepare clear and comprehensive reports and maintain records; to describe and present budget figures in a way that makes sense to funding approval sources; to identify and follow specific funding source directions and guidelines; to track and monitor appropriate usage of funding; and to establish and maintain effective working relationships with subordinates, associates, and the general public.

EDUCATION AND EXPERIENCE:

Requires graduation from an appropriately accredited college or university with major course work in parks and recreation management or related field and extensive experience in operating and supervising parks and recreation activities and considerable supervisory experience. An equivalent combination of education and experience may be considered.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, reaching, standing, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed

information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, and hazards.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of North Carolina. Position is a safety-sensitive position as defined by the Drug Free Workplace Policy. Prefer Certified Park and Recreation Professional certification through the National Recreation and Park Association.

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